

JOB DUTIES

Assistant Treasurer of Cape Atlantic Intergroup (CAIG)

Reports to: Treasurer

Purpose: To ensure the office runs efficiently by keeping accurate records of all accounts payable & receivable.

Job Duties

- Assist Treasurer (As needed)
- Update Literature checkbook
- Deposit Literature income
- Coordinate (Monthly) literature income and expenses with Literature Chairperson
- Attend Audits (Bi-Annually)
- Work with Treasurer to compile necessary information & work with tax preparation professional for annual tax preparation
- Retain all checking account statements
- Learn how to use accounting software to reconcile account books on the computer (As needed)
- Teach how to use others how to use accounting software (As needed)
- Write and present reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)